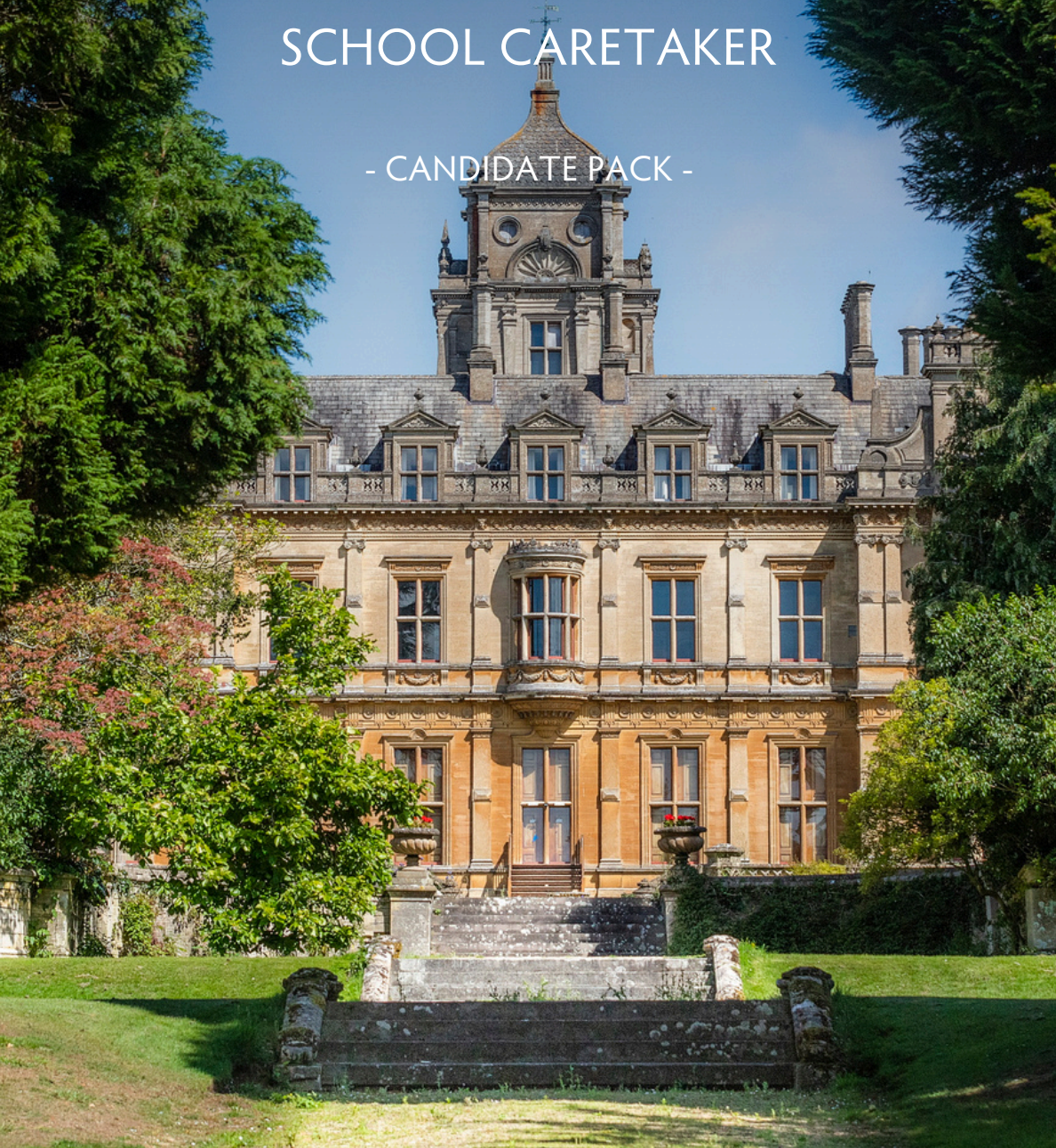




WESTONBIRT
SCHOOL

SCHOOL CARETAKER

- CANDIDATE PACK -



THE OPPORTUNITY

The Caretaker plays a vital role in supporting the smooth day-to-day operation of Westonbirt School.

This varied and important position contributes to the safe, well-maintained running of the campus, ensuring facilities are prepared to support the academic timetable while also enabling the successful delivery of events and wider school activities.

This role comes with the added benefit of on site accommodation.

HOURS, SALARY & BENEFITS

Hours: Permanent, full time role, 40 hours per week.

The department covers the operational hours of the business from 7am to 10pm, 7 days a week. Weekend working will be required in line with the requirements of the business.

In line with the duty holder requirements of the role, accommodation will be provided on site.

Salary: From £13.25 per hour

Benefits:

- 5% employer pension
- On site accommodation
- Means tested staff discount
- Complementary lunch where possible
- Access to the group's counselling scheme
- Personal accident cover at work
- On site parking
- Access to fully funded apprenticeships
- 25 days annual leave + bank holidays
- Pre-paid shopping discount card

If you need any adjustment for the application or interview process please contact:

HR@westonbirtschool.uk

APPLICATION & KEY INFO

To apply, please submit an application via [eteach](#) - link here

The closing date for applications is

Applications will be reviewed as they are received, and we will organise interviews as we receive applications. Prompt application is encouraged.

Westonbirt Schools are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.



JOB DESCRIPTION

- Assist the Operations, Maintenance and Grounds teams in ensuring the campus remains safe, functional and well presented
- Undertake general portorage duties, including moving furniture and equipment
- Assist the Maintenance Team with basic handy work and DIY
- Assist with the supervision of visiting contractors where required
- Assist the Compliance Officer with cyclic testing
- Any other duties requested by the Operations Manager
- Act as a duty key holder for any issues on site out of hours
- Be prepared to respond to emergencies out of hours i.e. fire alarm
- Work with the evening porter to ensure that the site is secure following any activity outside of normal working hours
- Assist with the function and security of site during fixtures and events on weekends

PERSON SPECIFICATION

- Polite, professional and friendly at all times with pupils and staff
- Able to respect and value the different experiences, ideas and backgrounds of others
- Prepared to assist colleagues in a willing and positive manner including assisting with other reasonable duties, as required
- Flexible, reliable, punctual and trustworthy
- Able to manage their own time effectively, to prioritise work and use initiative
- Having a driving licence is desirable due to the remote location of the school and to drive vehicles on site



WESTONBIRT SCHOOL

Westonbirt School is a co-ed independent day and boarding school for boys and girls aged 2 to 18 years, located in the Cotswolds, 90 minutes from London. At Westonbirt you will find an inspired community, set within 210 acres of parkland grounds and a breathtaking mansion. With an ethos of greenhouse not hothouse, success is celebrated and talent is nurtured. The School campus includes a Sports Centre and Swimming Pool and a 9-hole Golf Course.

The School consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave School with confidence and an ambition for lifelong learning.

The School was recently voted 'Co-educational Independent School of the Year' at the 2023 Independent School of the Year awards and is also included in the Fortune 'World's Leading Boarding Schools' 2023 report with a five star review.

For more information on Westonbirt School, please visit: www.westonbirt.org

WISHFORD EDUCATION

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business.

The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

